

Job Description

JOB TITLE: Account Clerk I, II, III

GRADE: 09, 11, 14

JOB CODE: 1319, 1320, 1321

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the direction of the Director or other appropriate supervisor is responsible for performing accounting-related clerical duties that require familiarity with basic accounting functions. Examples may include data verifications, coding and posting/data entry of account information, preparing routine reconciliations, processing receipts, preparing bank deposits, payroll data or other reports, preparation of payment requests or related duties. May perform a limited number of routine clerical duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Processes accounts payable. Processes invoices for payment. Codes payments where needed. Responds to vendor inquiries. Cuts checks and submits to controller for review. Maintains all related files.

Balances and reconciles accounting records, such as journals, ledgers, batch reports, bank statements, payroll documents, agency-generated reports or related records. Determines sources of errors by researching accounting records. Records and/or directs correcting entries.

Performs complex data entry and related operations in posting accounts receivable payments. Maintains appropriate ledgers. Resolves credit balances and account problems. Posts claim denials, refunds, adjustments, and other account actions.

Maintains fiscal records by reviewing payroll information, purchase requisitions, vouchers, receipts and other documents. Enters data onto computer spread sheets, ledgers, worksheets and other forms. Compares data contained in a variety of financial records in order to detect errors/discrepancies. Reconciles accounts/records. Extracts and compiles information from records, as required.

Assists in the preparation of payroll from time reports submitted after verifying accuracy of data. Updates employer master files. Reviews, calculates, and processes adjustments. Audits and reconciles payroll register. Prepares accounting records and reports such as the state and federal income tax.

Reviews a limited range of source documents, such as purchase orders, vouchers, invoices, receipts, requisitions, petty cash, travel, payroll/other forms or similar materials. Identifies inaccuracies, such as math errors, missing or inaccurate information, signatures or documentation. Assigns standard pre-established accounting code and/or other identifying information.

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Reconciles routine accounting records, such as batch reports, bank statements, payroll documents, agency-generated reports and/or related records.

Enters routine financial transactions into accounting systems. Verifies and corrects information entered.

Monitors budgets by reviewing fund balances and reporting overages and shortages to superiors. Assists in budget preparation by compiling necessary information manually or by using computer based records pertaining to budgets, accounts, inventories and other financial operations. Completes report forms or writes narrative reports. Prepares financial information for management.

Receives cash, checks, and /or money orders and balances receipts and posts to accounting records.

Prepares and mails statements of account and/or other routine mail outs.

Compiles data, prepares and distributes billing/claims reports.

Performs limited, routine general clerical duties such as maintaining leave records, ordering supplies and maintaining inventory, distributing mail, typing, answering the phone and/or related duties.

Receives screens and directs telephone communications. Greets and assists visitors.

Coordinates accounts payable activities with the purchasing function. Reviews transactions for documentation of obligation, payment authorization, timely payment, and accurate recording. Confers with vendors.

Attends seminars, conferences and any job-related training, and/or other staff development training programs. Reads pertinent work-related information and materials (e.g., policy and procedure manuals, CDP manuals, and any revisions thereto), as assigned. May serve on committees and task forces.

Tracks, logs, processes, and follows-up on all employee reimbursements.

Systematizes information in a thorough and accurate manner.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

JOB TITLE: Account Clerk I, II, III (continued)

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Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. May function autonomously on occasion with supervisor available to answer questions.

SUPERVISION EXERCISED: Has no direct supervisory responsibility. May act as working supervisor or lead person

JOB SPECIFICATIONS:

Knowledge:

- Working knowledge of complex word processing, spreadsheet and querying software.
- Working knowledge of bookkeeping or accounting principles and practices.

Skills:

- Effective verbal and written skills, good proofreading and spelling skills.
- Proficient in the use of business math and understanding and use of basic analytical skills.
- Proficient in the use of computers and standard office machines.
- Skill in typing non-technical forms.
- Skill in establishing and maintaining subject matter files.

Abilities:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to pay close attention to detail.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Ability to read and comprehend instructions, correspondence, and memos.

JOB TITLE: Account Clerk I, II, III (continued)

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

High school diploma or GED. Two (2) years of experience in accounting, bookkeeping, payroll and accounts payable, business administration or closely related field. Must define in working history, the ability to use and operate a computer with the appropriate software.

**Additional education in the field of Business Administration, Public Administration, Community Health, Public Health, Accounting, Human Resource Management may substitute for the required experience on a year for year basis.*

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB TITLE: Account Clerk I, II, III (continued)

GRADE: 09, 11, 14

Account Clerk I

JOB CODE: 1319

GRADE: 09

The Account Clerk is an entrance level position in that work is performed under close and continuous supervision and/or involves a group of closely related routine repetitive duties. While a variety of tasks may be assigned, each usually fits a similar pattern and changes in procedures or exceptions are explained in detail. Positions in this class typically work under immediate supervision while learning job tasks. Once a task is learned, incumbents are expected to perform assignments without close supervision.

Account Clerk II

JOB CODE: 1320

GRADE: 11

The Account Clerk I position is the second level of the series and is distinguished from the Account Clerk by the assignments of broader scope of responsibilities. Employees at this level receive instruction or assistance as new or unusual situations may arise and are fully aware of the operating procedures and policies within the work unit.

Examples of Job Tasks:

Uses the PSRS/Financial system to evaluate system audit trails and prepares simple accounting reports.

Pre-audits records for accuracy and completeness and prepares simple accounting reports.

Makes necessary adjustments to accounts with supervision.

Understands payer codes/financial obligations as it relates to patient A/R file.

Determines other sources of payment for patients A/R.

Determines other sources of payment for patients A/R according to provider (with supervisory guidance).

Audits payroll/travel for errors and corrects as agency policy dictates (with supervisory guidance).

Answers telephone using appropriate phone etiquette when speaking to clients and vendors.

Communicates effectively with co-workers to obtain information needed to process claims or invoices.

Documents all information requires to determine financial obligations.

JOB TITLE: Account Clerk I, II, III (continued)

GRADE: 09, 11, 14

Account Clerk III (Team Leader)

JOB CODE: 1321

GRADE: 14

Uses PSRS/Financial system to evaluate system audit trails.

Evaluates patient A/R accounts and prepares summary reports of posting on patient A/R accounts using Microsoft programs.

Uses PSRS/Financial system to evaluate cost center reporting.

Maintains patient accounts of charges, accounts receivable/payable and delinquent accounts.

Maintains financial ledgers.

Prepares financial statements.

Prepares invoices for payment and makes necessary adjustments and corrections.

Performs necessary actions on patient A/R files and account payable invoices according to agency policies and regulations.

Maintains financial records of money received and dispersed in accordance with program regulations.

Generates payment invoices according to cost center/program requirements.

Communicates clearly to clients, co-workers, or vendors providing appropriate information as to instruction or actions to be completed. Performs necessary follow-up contacts with vendors for account payments in a clear and concise manner.

Documents all accounting procedures, records and controls according to agency guidelines.

Assists in the training of account clerks through staff meetings, on the job training and written instructions.